

**CONFIDENTIAL**

25X1



7 June 1957

25X1

25X1

MEMORANDUM FOR :



SUBJECT : Progress Report For Month of May 1957

1. Attached is the Records Center monthly statistical report for the month of May 1957.
2. The following summarizes the activity of the Branches during the month:

a. Accessioning


The Center called upon the Logistics Office/Transportation Division on four different occasions to transfer a total of 409 cubic feet of material. Also the Records Center Couriers transferred a total of 154 cubic feet of material from the Headquarters area. The 563 cubic feet of material accessioned is equivalent to the volume of more than 70, four drawer, legal size file cabinets, which have a replacement value of approximately \$24,780.

The Accessioning Branch found it necessary to relocate 650 cubic feet of material during the month. A large portion of this material was moved into the "committed" or "grilled" area; therefore, more space was made available for new accessions.

b. Reference

The Center furnished 6,546 items to requestors during the month. Of this number 254 items were for copies of information reports that required the reproduction of 608 pages by the various reproduction processes employed by the Center.

c. Disposal

Because of the critical need for space, Records Center personnel began burning the disposal material . A total of 149 cubic feet of material was burned in three days. It is anticipated that it will take three weeks to free the second floor of disposal material.


25X1

25X1

**CONFIDENTIAL**

d. General

25X1

 will be attending the Basic Supervision Course at Headquarters from 3 June through 14 June 1957.

25X1

  
Chief, Records Center

CONFIDENTIAL

RECORDS CENTER MONTHLY STATISTICAL SUMMARY	MONTH
	May 1957

### I. ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	52	592	
2. RECORDS ACCESSIONED	329	7,301	27,937
3. RECORDS DISPOSED OF AT CENTER	27	544	1,670
4. RECORDS TRANSFERRED FROM CENTER	14	1,094	3,948
5. RECORDS HOLDINGS	22,319		
6. DISTRIBUTION MATERIAL RECEIVED	234	2,162	17,451
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	188	2,047	4,142
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	80	1,020	2,967
9. DISTRIBUTION MATERIAL HOLDINGS	10,336		
10. TOTAL HOLDINGS	32,655		

### II. REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	754	8,935	43,107
12. INFORMATIONAL REQUESTS	61	1,046	3,064
13. INFORMATION REPORTS	254	4,490	
14. INTELLIGENCE REPORTS	5,300	63,197	
15. ADMINISTRATIVE ISSUANCES	177	13,159	
16. TOTAL	6,546	90,827	

### III. DISTRIBUTION MATERIALS RECEIVED

MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
17. INTELLIGENCE REPORTS			
A. INITIAL RECEIPT	10,718	90,802	
B. RETURNS	2,376	29,322	
18. ADMINISTRATIVE ISSUANCES	434	12,493	
19. TOTAL	13,528	132,617	

### IV. REPRODUCTION SERVICES

PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE	
20. OZALID	553	11,718	
21. PHOTOCOPY	24	1,704	
22. DITTO	31	1,381	
23. TOTAL	608	14,803	

### V. SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
24. TOTAL CAPACITY	41,220	
25. UTILIZED	32,655	
26. COMMITTED	4,434	
27. AVAILABLE	4,131	

CONFIDENTIAL